

Job Seeker

Core Services - Basic - General Tab

Systems interfaces with GUIDE, TAXIS, New Hire, Worker Profiling, and Go2WorkSource.com automatically create basic Job Seeker records in SKIES. Also, manually entering data creates records.

SKIES provides Job Seeker records for employment history, skills from previous employment and education, desired employment, needed skills (for case management purposes), referrals to job orders, scheduled appointments, program enrollments, and detailed documentation of information required to provide specific services. SKIES is a “real time” statewide information system. All data/information entered and saved is immediately available for viewing by other registered Users.

A minimal amount of information is required to complete the Job Seeker record.

Bold print indicates data is required in the field.

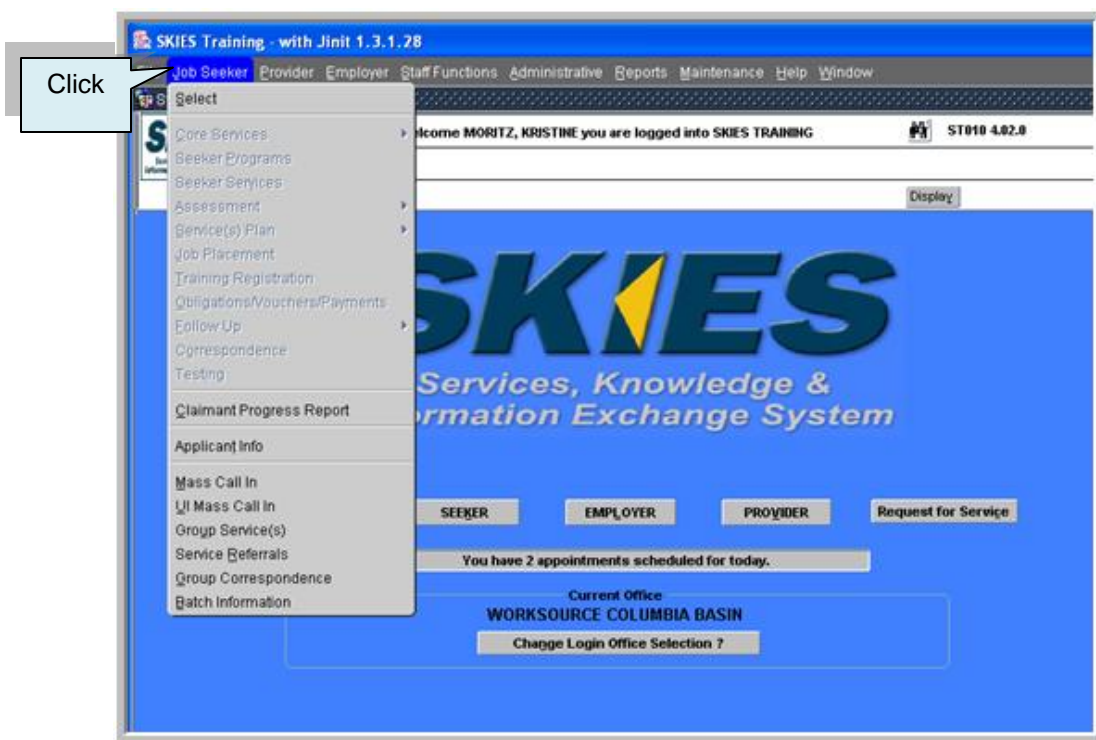
The **Cores Services-Basic** allows a User to create, update, and view Job Seeker status in SKIES. When saved, the record updates.

Note: A data field on the Tool Bar may allow the User to select another Job Seeker without going to the Locate Seeker or Binoculars screens to query.

A VIEW SEEKER SUMMARY button on the ID Bar allows the User to view at a glance and print some Seeker data.

Start **SKIES Welcome Screen**

Step 1 To create a Job Seeker record, click > Job Seeker (on the Menu Bar) > or click > SEEKER button.



Step 2 The **Locate – Select Seeker** screen displays.

Click > NEW SEEKER button.

A screenshot of the "Locate Seeker" screen within the SKIES application. The title bar shows "File Job Seeker Provider Employer Staff Functions Administrative Reports Maintenance Help Window". The menu bar includes "Startup - Select Seeker". The main area is titled "Locate Seeker" and contains several input fields: "SSN", "SKIES Seeker Id", "First Name", "Last Name", "Middle Initial", "Street City", "Mailing City", "Birth Date", "Gender", and "Language Preference". A light blue callout box with the word "Click" and an arrow points to the "New Seeker" button. Below these fields are three buttons: "New Seeker", "Execute Query", and "View Seeker Summary". A section titled "If a person is a veteran, they are eligible for WIA supported priority of service" includes a "Veteran Status" input field. Below this is a "Program Involvement" section with columns for "Type", "Status", "Start Date", and "End Date". At the bottom is an "Appointments for Today" section with columns for "Staff Name", "Phone", "Extension", "Time", and "Type", and a large "Appointment Description" field. A "Display" button is located in the top right corner of the main content area.

Step 3 The **Core Services > Basic > General** screen displays. The Intake Date, Job Match Status, Staff Office, and Staff auto fill.

To change the Intake Date, click to highlight and type over (cannot be greater than today's date) using mmddyyyy format.

Core Services > Basic has seven tabs. Begin a new Job Seeker record on the **General** screen. Data fields identified by bolded type indicate a required entry.

The screenshot shows the SKIES Core Services Basic - General screen. The 'View Seeker_Summary' button is circled in blue. The form contains various data fields for a job seeker, including Intake Date, SSN, First Name, Last Name, Date of Birth, Gender, Job Match, Staff Office, Staff, Ethnicity, Race, Mailing Address, Street Address, City, County, State, Zip, Email Address, Phone, Fax, Employment Status, and Program Involvement.

Step 4 Enter the Social Security Number (SSN) using XXXXXXXXX format

- or - double click in the SSN data field for a pseudo SSN.

Step 5 Enter the Seeker Name (First, Last and Middle Initial). The Seeker Name populates in upper case letters.

Step 6 Enter Birth Date using mmddyyyy format.

Step 7 Click on the arrow right of the Gender data field. Click to select the Gender.

Click > OK.

Step 8 Job Match data field defaults to Active. To change, click on the arrow right of the Job Match data field. Click > Inactive.

Click > OK.

Step 9 In the Referred By data field, enter the name.

Step 10 The Staff Office data field auto-fills. To change, click on the arrow right of the Staff Office data field. Click to select.

Click > OK.

Note: Only the Office name attached to the User displays. Or, a drop down list of the office for which the User has access will display.

Step 11 Staff data auto-fills. To change, click on the arrow right of the Staff data field. Click to select.

Click > OK.

Note: Only Staff attached to the Staff Office display.

Step 12 Click on the arrow right of the Ethnicity data field. Click to select the Ethnicity.

Click > OK.

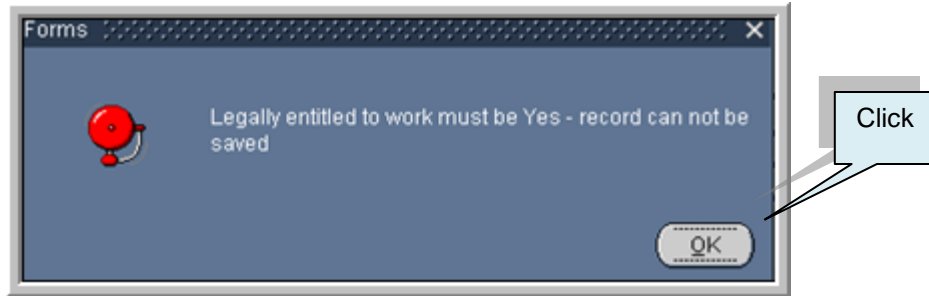
Step 13 For Race(s), click to check mark YES. Use the scroll bar when necessary.

Step 14 Enter the Mailing Address, City, State, and Zip Code.

Step 15 Enter the Street Address, City, State, and Zip.

Note: Street Address data fields auto fill with Mailing Address data when the User clicks on any line of the Street Address. If the Job Seeker has differing addresses, enter the Street Address first and then the Mailing Address.

Step 16 Legally entitled to work in the U.S.? Defaults to NO. Must be YES to SAVE the record.



Step 17 Enter the Emergency Contact Name and Phone Number.

Step 18 Military Service? Defaults to N/I. Click > YES to indicate the Job Seeker served in the military.

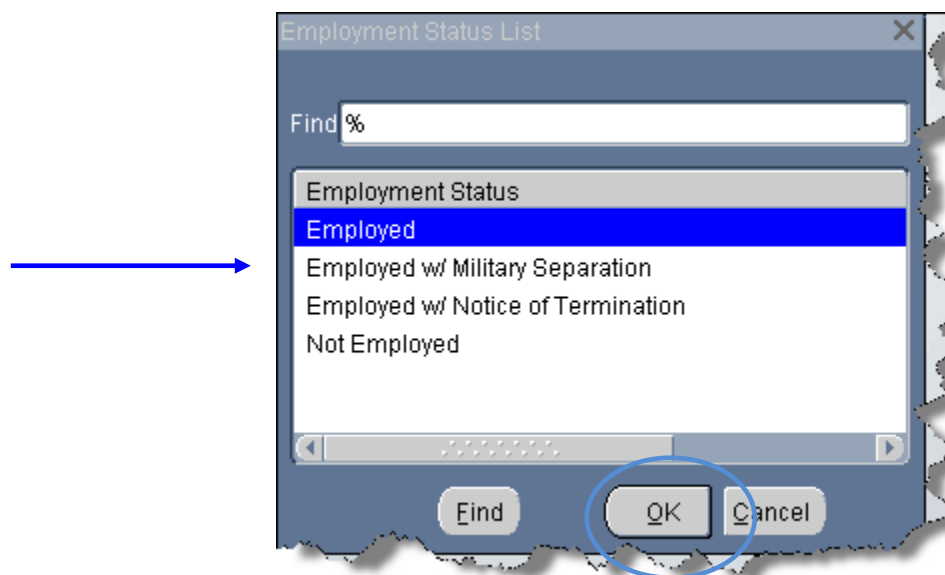
Click > NO when the Job Seeker did not serve in the military.
Military Service? also displays on the Additional tab.

Step 19 Enter the Email Address, Phone Number, Alternative/Message Phone Number and FAX.

Note: Phone Number and Alternative Phone Number allow alpha characters in the Ext data field.

Step 20 Employment Status? Click on the arrow right of the data field. A drop down list displays. Click to select.

Click > OK.



Note: Employed, Employed w/Military Separation, or Employed w/ Notice of Termination requires an entry in the Hrs data field.

Step 21 Limited English Proficiency? Defaults to N/I.

Click > YES or NO.

Step 22 ESD Shared Information? Defaults to YES.

Note: If NO selected, only ESD employees can view the record.

Step 23 Need Translation Assistance? Defaults to N/I. When YES selected, a drop down list of languages displays to select a language preference.

Note: The Program Involvement section is not an entry field.

Step 24 Click > Additional tab.

Note: SKIES allows a record to save when required data fields on the General, Additional, and Program Data screens are complete.

Core Services - Basic - General

Fields	Data
VIEW SEEKER SUMMARY button	Click to view a one page summary of Job Seeker Record.
Intake Date	Auto-fills. To change, click to highlight and type over.
SSN (Social Security Number)	Enter the 9-digit number using XXXXXXXXX format. Double click in the data field to create a pseudo SSN.
First Name	Enter the Job Seeker First Name - displays in upper case.
Middle Initial	Enter the Job Seeker Middle Initial - displays in upper case.
Last Name	Enter the Job Seeker Last Name - displays in upper case.
Date of Birth	Enter birth date using MMDDYYYY format. The Job Seeker must be at least 14 years old to save the record.
Gender	Click on the arrow for a drop down list. Click to select the Gender.

	<p>Click > OK.</p> <p><i>Note: Records imported into SKIES may indicate UNKNOWN. Make a selection from the drop down list.</i></p>
Job Match	<p>Defaults to Active. Inactivate Job Seekers not included in Job Match.</p> <p>The Job Seeker Job Match Status automatically updates from active to inactive for Job Seekers</p> <p>(1) whose records do not have a recently recorded Seeker Service (recorded within 180 days of the current day based on the Seeker Service date),</p> <p>(2) whose records do not have an active UI Status (active UI Status includes current, eligible, EUC, and TRB), and</p> <p>(3) whose records have not been updated manually (Job Match Status updated within 180 days of the current day based on the Job Match Status change date), and</p> <p>(4) whose records do not have a program enrollment in 'participant' status.</p>
Referred by	Free form text.
Staff Office	Defaults to the office of the person logged into SKIES. Multiple office assignments require a selection.
Staff	Defaults to the person logged into SKIES. Click on the arrow to change the name.
Ethnicity	<p>Click on the arrow for a drop down list. Click to select the Ethnicity.</p> <p>Click > OK.</p>
Race	Click to select Race(s). Click > OK. May have multiple selections.
Mailing Address	Free form text.
City	Free form text or auto-fills from ZIP Code entry.

State	Free form text or auto-fills from ZIP Code entry.
ZIP	ZIP + 4, if known (auto-fills City and State).
Invalid	Click to check mark when address is invalid.
Legally entitled to work in the United States?	YES or record will not SAVE.
Military Service?	Must click > YES or NO to SAVE the record. Validation required for veteran status.
Emergency Contact	Free form text.
Phone	Enter 10-digit phone number, including area code.
Street Address	Enter when different from mailing address.
City	Free form text or auto-fills from ZIP Code entry.
State	Free form text or auto-fills from ZIP Code entry.
ZIP	ZIP + 4, when known (auto-fills City and State).
Email Address	Free form text - must include a @ and one dot (.).
Phone	Enter 10-digit phone number, including area code. Ext: may use alpha characters.
Alternate Phone Message	Enter 10-digit phone number, including area code. Ext: may use alpha characters
Fax	Enter 10-digit Fax #, including area code.
VIEW SEEKER SUMMARY button	Click > VIEW SEEKER SUMMARY button for a summary of Job Seeker information.

For each question in the lower right corner with ?, click to select the appropriate response.

Employment Status	<p>Click on the arrow right of the data field. Click to select Employed, Employed w/ Military Separation, Employed w/ Notice of Termination, or Not Employed.</p> <p>Click > OK. When Employed, requires entry of Hrs.</p>
Limited English Proficiency?	Defaults to N/I.
ESD Shared Information?	Defaults to YES. (When NO, only ESD Users can view the record.)
Need Translation Assistance?	<p>Defaults to N/I.</p> <p>Click > YES (click to select the language). Includes ASL & SEE.</p>
Language	<p>Click on the arrow right of the data field. A drop down list of languages displays. Use the scroll bar when necessary. Click to select the language.</p> <p>ASL (American Sign Language) and SEE (Signing Exact English) display.</p> <p>Click > OK.</p>

Job Seeker

Core Services - Basic - Additional Tab

Use the **Additional** screen to document information about a Job Seeker.

The screen displays unemployment information received from an interface with GUIDE (General Unemployment Insurance Development Effort).

Data fields identified by bolded type indicate a required entry.

Start SKIES Welcome Screen

Step 1 Complete the **General** screen. Click > Additional tab.

File Job Seeker Provider Employer Staff Functions Administrative Reports Help Window

Core Services Basic - General

SKIES Services, Knowledge & Information Exchange System

Name: 009-00-8260 View Seeker Summary

JS010 4.26.0

General Additional Program Data Employment History Desired Employment Job Referrals Skills

Seeker Data

Intake Date 07/28/2009 Mailing Address 1731 W Olive St Street Address 1731 W Olive St

SSN 009-00-8260 Seeker Id Invalid

First Name MILDRED City PASCO

Middle Initial M County FRANKLIN

Last Name MALCOLM State WA Zip 99301

Date Of Birth 12/15/1968

Gender FEMALE

Job Match Active

Referred By

Staff Office WORKSOURCE COLUMBIA BASIN

Staff KINZEL, STEPHANIE

Ethnicity NOT HISPANIC OR LATINO

Race

☐ NATIVE HAWAIIAN/OTHER PACIFIC ISL

☒ INFORMATION NOT PROVIDED

☐ WHITE

Legally entitled to work in the U.S.? ☒ Yes ☐ No

Military Service? ☐ NM ☐ Yes ☒ No

Email Address malcolm@hotmail.com Invalid

Phone (509) 547-1649 Ext home

Alternative/Message Phone (509) 547-1397 Ext cell

Fax

Emergency Contact Mr Malcolm

Phone (509) 547-8989

Employment Status Not Employed

Limited English Proficiency? ☐ NM ☒ Yes ☐ No

ESD Shared Information? ☐ ☒ ☐

Need Translation Assistance? ☐ ☐ ☒

Program Involvement

Program Type	Status	Status Date	Start Date	End Date

*Note: Program Involvement auto-fills when Job Seeker enrolls in a Program on the **Program Enrollment** screen.*

The **Additional** screen displays.

The screenshot shows the SKIES 'Additional' screen. The 'View Seeker_Summary' button is circled in blue, and a callout box labeled 'Seeker Summary' points to it. The screen displays various fields for UI Claimant, Education, Military Service, and Driver's License.

Step 2 Click > VIEW SEEKER SUMMAY button to view (and print) the Seeker Summary.

The screenshot shows the SKIES 'Additional' screen with the 'Seeker Summary' data. The 'UI Claimant' field is set to 'NEITHER'. The 'Education' field is set to 'HIGH SCHOOL AND 2 YEAR OF COLLEGE, NO DEG'. The 'Driver's License' section shows 'DOUBLE AND TRIPLE TRAILERS', 'HAZARDOUS MATERIALS', 'MOTORCYCLES', and 'PASSENGER VEHICLES'.

Step 3 The UI Claimant data fields auto-fill with an interface from GUIDE.

Note: The SKIES training environment does not interface with GUIDE.

- CAT Training? (Commissioner Approved Training) Defaults to N/I. Click > YES or NO.
- Training Benefits? Defaults to N/I. Click > YES or NO.

Step 4 Highest School Grade Completed? Click on the arrow on the right for a drop down list. Click to select.

Click > OK.

- Step 5 Attained Certificate of Completion/Attendance? Default is N/I.
Click > YES or NO.

Note: Used when the participant with a disability receives a certificate of attendance as a result of successfully completing an Individual Education Plan (IEP).

- Step 6 Migrant or Seasonal Farm Worker? Defaults to N/I. Click > YES or NO.

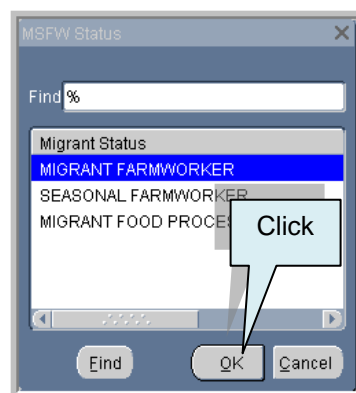


When YES, an additional data field displays. Click on the arrow for a drop down list.



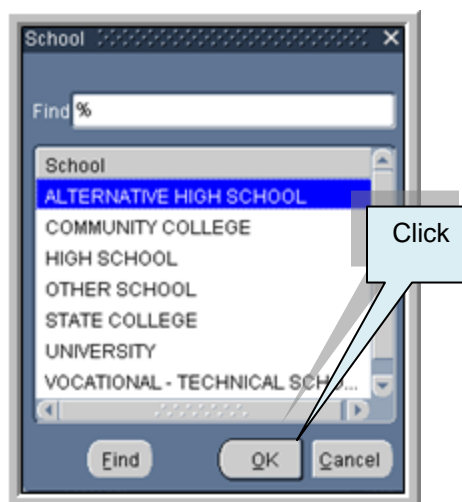
Click to select.

Click > OK.



- Step 7 In school? When YES, School Type is required. Click on the arrow for a drop down list. Click to select.

Click > OK.



In School? When NO, Dropped Out of High School? is required.

Click > YES or NO.

In School? ☐ NM ☐ Yes ☒ No

Dropped out of High School? ☒ NM ☐ Yes ☐ No

Step 8 School Type? Click to select. Click on the arrow for a drop down list. Click to select.

Click > OK.

Step 9 Disabled? Click > YES, NO, or NOT DISCLOSED. When YES, use free form text and enter Work Limitations.

Step 10 Military Service? Auto-fills from the Basic-General screen or the Military Service section activates when radio button YES.

Note: When Military Service? is YES, 'Retiring in the next 12 months?' and 'Separating in next 12 months' display.

Default is N/I. Click > YES or NO. When YES to either question, LAST SEPARATION Active Duty Start Date and End Date are required.

Military Service? ☐ NM ☒ Yes ☐ No

Military Service

Retiring in next 24 months? ☐ NM ☒ Yes ☐ No

Separating in next 12 months? ☐ NM ☐ Yes ☒ No

LAST SEPARATION Active Duty Start Date: End Date:

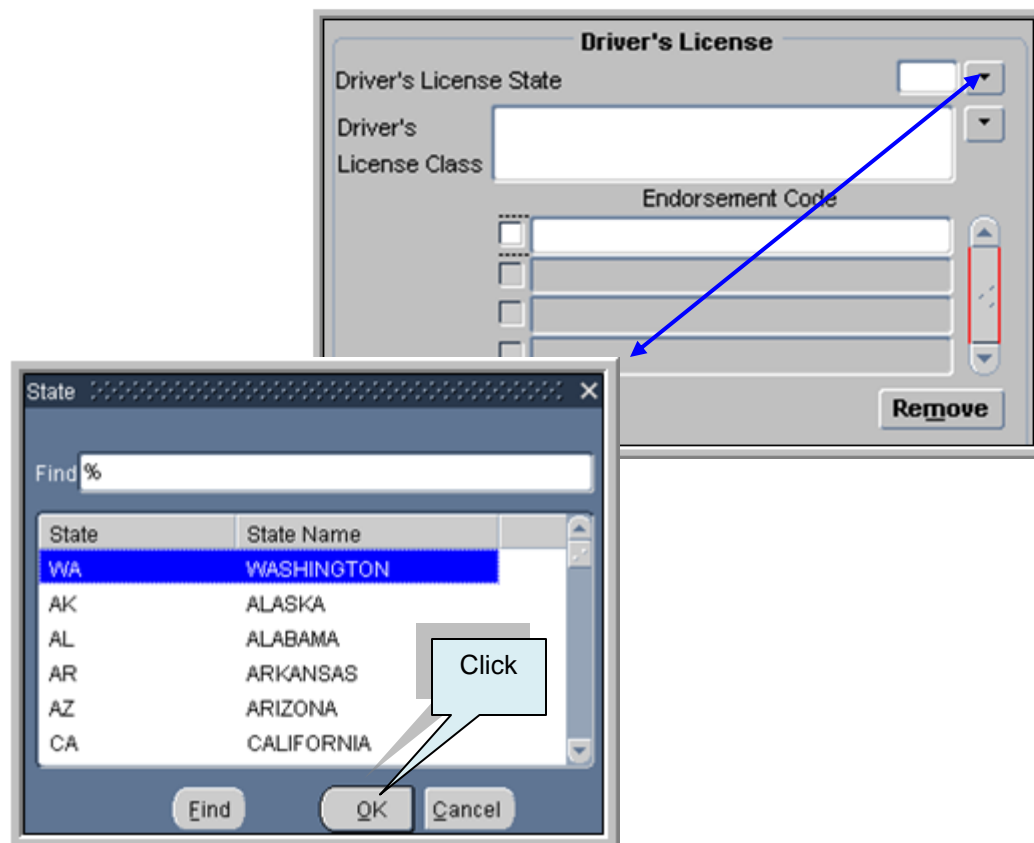
TSM

When YES, dates are required.

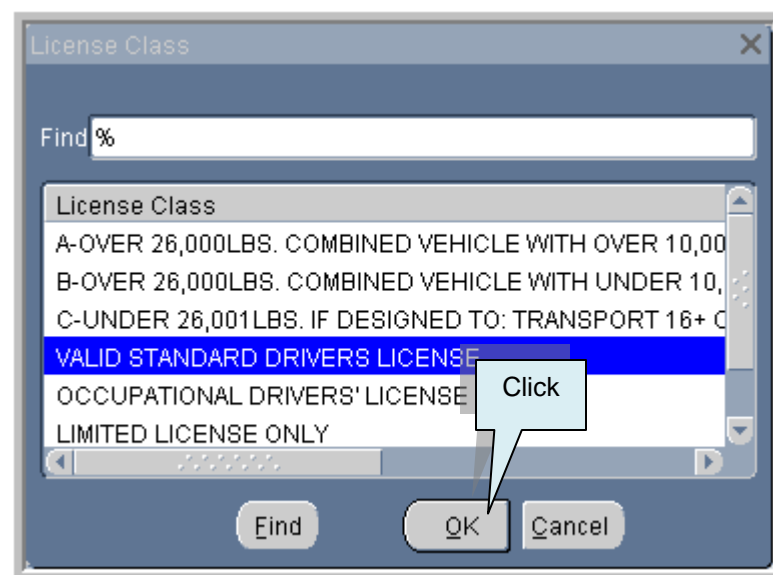
Step 11 In the Driver's License section:

- Click on the arrow right of the Driver's License State data field. A drop down list displays (Washington defaults to the top of the list). Click to select the State.

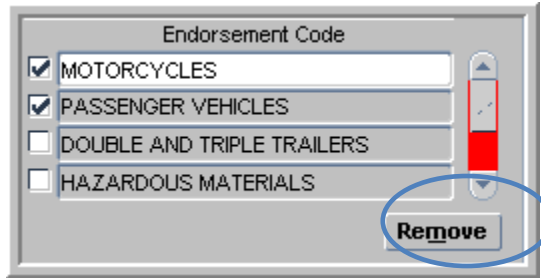
Click > OK.



- Click on the arrow right of the Driver's License Class data field. A drop down list displays. Click to select the Class.
- Click > OK.



- Click to select Endorsement Code(s). Use the scroll bar when necessary.



Note: To remove an Endorsement, click in the check marked data field. To delete all of the Driver's License information, click > REMOVE button. The State, Class, and Endorsement(s) delete.

Additional

Fields	Data
VIEW SEEKER SUMMARY button	Click to view a one page summary of Job Seeker Record.
UI Claimant	Auto-fills. View-only. UI claim type displays.
Exhausted	Indicates if the UI claimant exhausted UI benefits.
Profile Score	Auto-fills. View-only. Information received from an interface with LMEA and CPP scoring.
Call In/Exempt/ No Show	Applies to Claimant Placement Program (CPP Program) for unemployment insurance claimants. Score given to Unemployment Insurance (UI) Claimants who have been identified by the worker-profiling system as being most likely to exhaust their regular UI benefits.
Contact Date	Applies to CPP services.
Appointment Type	Applies to CPP services.
Benefit Year Start Date	Auto-fills. View-only.

Benefit Year End Date	Auto-fills. View-only.
CAT(Commissioner Approved) Training?	<p>Defaults to N/I.</p> <p>Click > YES or NO.</p> <p>When YES, a data field displays to enter the eligibility date.</p>
Training Benefits?	<p>Defaults to N/I.</p> <p>Click > YES or NO.</p> <p>When YES, a data field displays to enter the eligibility date.</p>
Highest School Grade Completed	<p>Click on the arrow for a drop down list.</p> <p>Click to select. Click > OK.</p>
Attained Certificate of Completion/Attendance	<p>Click > YES or NO.</p> <p>Note: Used when the participant with a disability receives a certificate of attendance as a result of successfully completing an Individual Education Plan (IEP).</p>
Migrant or Seasonal Farm Worker?	<p>Defaults to N/I. When YES, a Status field displays. Click on the arrow. A drop down list displays. Click to select the Status.</p> <p>Click > OK.</p>
In School?	<p>Defaults to N/I. When YES, School Type data field displays. Click on the arrow for a drop down list. Click to select. Click > OK. When NO, Dropped Out of High School? data field displays.</p> <p>Click > YES or NO.</p>
Disabled?	<p>Defaults to N/I. Click to select YES, NO, or NOT DISCLOSED. Work Limitations - using free form text, describe any Limitations. Required to pass program validation.</p> <p>Status – required. No error when saved but will display as error when the record is</p>

	reopened.
Military Service?	Defaults to N/I. When YES, activates the Military Service section. For a Job Seeker currently in the military, enter YES if he/she will retire within 24 months, or YES if he/she will separate within 12 months.
Driver's License State	Click on the arrow for a drop down list of States. Click to select. Click > OK.
Driver's License Class	Click on the arrow for a drop down list. Click to select. Click > OK.
Endorsement Code	Click to select Endorsement Code(s).

Military Service?

When the MILITARY SERVICE radio button is check marked YES, the VETERAN STATUS VALIDATION button activates.

Complete the Military Service section. Click > VERIFIED/UNVERIFIED button.

Non-veterans are displayed as an empty field on the same screen.

Use the Transitioning Service Members (TSM) section to capture information required by the U.S. Department of Labor ETA 9002 and VETS 200 reports.

- Step 1 YES to Military Service? activates the Military Service section.
- Step 2 Retiring in 24 months? Defaults to N/I. Click > YES when the Job Seeker will retire within 24 months.
- Step 3 Separating in 12 months? Defaults to N/I. Click > YES when the Job Seeker will separate within 12 months.
- Step 4 LAST SEPARATION Active Duty Start Date: For the current active duty, enter the Start Date in mmddyyyy format. End Date: For the current active duty: enter the End Date in mmddyyyy format.

Note: SKIES automatically updates the information when the future Active Duty End Date becomes a past Active Duty End Date. The Transitioning Service Members status changes from YES to NO.

Note: The system allows a Job Seeker to be a Transitioning Service Member and a Veteran at the same time. The Job Seeker could have prior military service with a break in service.

- Step 5 When Military Service? is YES, and the Job Seeker is a Veteran, click > START VETERAN STATUS VALIDATION button. The following grid outlines the steps to complete the Military Service section.

"Boxed" Question	Action	Result
Military Service?	Click > YES.	Veteran pop-up questions appear on the Additional tab.
	Click > START VETERAN STATUS VALIDATION button.	Pop-up box.
Claiming for:	Defaults to Self. Click >	Pop-up box.

Other/Self/Spouse	NEXT.	
Only served in National Guard or as a Reservist? Click > YES or NO.	YES	Pop-up box.
Unit activated during a period of war, or in a campaign for which a campaign badge was issued? Click > YES or NO.	YES	<p>Enter Active Duty Dates.</p> <p>Start Date</p> <p>End Date</p> <p>MM/DD/YYYY</p> <p>MM/DD/YYYY</p> <p>MM/DD/YYYY</p> <p>MM/DD/YYYY</p> <p>MM/DD/YYYY</p> <p>MM/DD/YYYY</p> <p>Click > NEXT. Entered dates determine Veteran Status. Pop-up box.</p>
Do you have a Service Connected Disability? Click > YES or NO.	YES	Pop-up box.
Please enter the percentage of the Service Connected Disability.	Click > OK	Returns to the Additional screen. Next to the Disability % data field, click to make a selection.
Is this veteran a Chapter 31 veteran? Click > YES or NO.	YES or NO	Veteran Status updates.
Only served in National Guard or as a Reservist? Click > YES or NO.	NO	Pop-up box.
Released from Active Duty with Discharge other than Dishonorable? Click > YES or NO.	NO	Veteran Status recorded as NONE.
Released from Active Duty with Discharge other than Dishonorable? Click > YES or NO.	YES	<p>Enter Active Duty Dates</p> <p>Start Date</p> <p>End Date</p> <p>MM/DD/YYYY</p> <p>MM/DD/YYYY</p>

		<div>MM/DD/YYYY</div> <div>MM/DD/YYYY</div> <div>MM/DD/YYYY</div> <div>MM/DD/YYYY</div> <p>Click > NEXT. Entered dates determine Veteran Status. Pop-up box.</p>
Do you have a service connected disability? Click > YES or NO.	NO	Returns to the Additional screen - no further questions.
Do you have a service connected disability? Click > YES or NO.	YES	Returns to the Additional screen. Next to the Disability % data field, click to make a selection.
Is this veteran a Chapter 31 veteran? Click > YES or NO.	YES or NO	Veteran Status updates.
Veteran Spouse?	Click > START VETERAN STATUS VALIDATION button.	Pop-up box.
Claiming for: Other/Self/Spouse	Defaults to Self. Click > Spouse. Click > NEXT.	
Does your spouse have a total permanent service connected disability?	YES	Returns to the Additional screen - no further questions.
Is your spouse a service member listed as a prisoner of war?	YES	Returns to the Additional screen - no further questions.
Is your spouse a service member listed as missing in action?	YES	Returns to the Additional screen - no further questions.
Does your spouse have a total permanent service connected disability? Click > YES or NO.	NO	Pop-up.
Is your spouse a service member listed as a prisoner of war?	NO	Pop-up.

Is your spouse a service member listed as missing in action?	NO	Pop-up.
Has your spouse died as a result of a service connected disability?	NO	Returns to the Additional screen - no further questions.

Note: New Status Title in SKIES: Veteran – Less than 180 DAYS SERVICE.

This addition does not circumvent the current requirements for VETERAN, VIETNAM ERA VETERAN, DISABLED VETERAN (0-20%), SPECIAL DISABLED VETERAN (30-100%), CH 31 DISABLED VETERAN (0-29%), CH 31 SPECIAL DISABLED VETERAN (30-100%). The above statuses require more than 180 days of active service in addition to other requirements.

Campaign Served

Note: SAVE the Job Seeker record before completing the Campaign Served data field.

The screenshot shows the 'Military Service' form. It includes a 'Start Veteran Status Validation' button, radio buttons for 'Vietnam Era Veteran?' (NA, Yes, No), a 'Disability %' field, radio buttons for 'Veteran Spouse?' (NA, Yes, No), and a 'Veteran Status' dropdown menu currently set to 'VIETNAM ERA VETERAN'. There are 'Override' and 'Unverifi...' buttons. The 'Active Duty' section has 'Start Date' (08/01/1974) and 'End Date' (08/30/1996) fields. The 'Campaign Served' field has a dropdown arrow. The 'Combat Badge?' section has radio buttons for 'NA', 'Yes', and 'No'. Callouts point to the 'Active Duty' dates, the 'Combat Badge?' section, and the 'Campaign Served' dropdown arrow.

Enter and Save Active Duty Dates before selecting a campaign.

Step 1 Click on the arrow next to the Campaign Served field. A drop down list (valid campaigns) displays.

Click to select. Click > OK.

Step 2 Combat Badge? Answer for each campaign. Defaults to N/I.

Click > YES or NO.

Note: Prior to save, complete the required data fields in Core Services > Basic/Additional/Program Data.

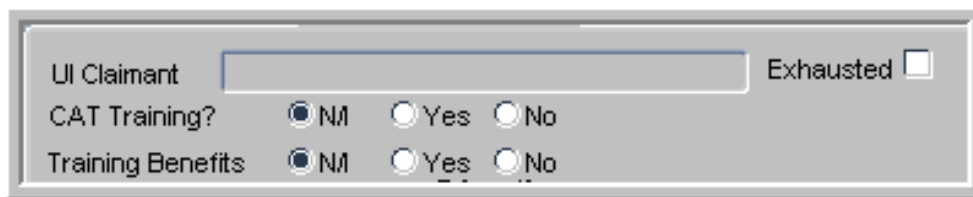
Note: To select additional Campaigns, click on the arrow for a drop down list of Campaigns. Click to select a Campaign.

Click > OK.

Click > SAVE.

Claimant Placement Program (CPP)

The upper right corner of the **Additional** screen displays information interfaces with GUIDE and Correspondence screens. This section is view only.



UI Claimant Exhausted ☐

CAT Training? ☒ NM ☐ Yes ☐ No

Training Benefits ☒ NM ☐ Yes ☐ No

Click > Program Data tab.

Job Seeker

Core Services - Basic - Program Data Tab

Information entered on the **Program Data** screen supports data/information for programs (WIA, Dislocated Worker, and TANF). This screen also alerts staff of the need for additional information to help determine program eligibility.

The system identifies males required to register for Selective Service at the time of initial entry into SKIES for WIA eligibility.

A Job Seeker must be legally entitled to work in the United States to save a record.

Click > VIEW SEEKER SUMMARY button for a 1 page summary of Job Seeker Record.

Start SKIES Welcome Screen

Step 1 Complete the **Additional** screen. Click > Program Data tab.

The screenshot shows the SKIES software interface with the 'Program Data' tab selected. The top menu bar includes 'File', 'Job Seeker', 'Provider', 'Employer', 'Administrative', 'Reports', 'Help', and 'Window'. The title bar reads 'Core Services Basic - Additional'. The main window displays the 'Program Data' tab for a Job Seeker named 'LUU, LINDA L.' with ID '009-00-6143'. A 'Click' callout points to the 'View Seeker Summary' button. The form is divided into several sections: 'General' (UI Claimant, CAT Training, Training Benefits), 'Education' (Highest School Grade Completed, Attained Certificate of Attendance/Completion), 'Military Service' (Farm Worker, In School, Disabled, Military Service, Vietnam Era Veteran, Disability %, Veteran Spouse, Veteran Status, Campaign Served, Active Duty, Combat Badge), 'Driver's License' (Driver's License State, Driver's License Class, Endorsement Code), and 'Self Disclosed Limitations'. The 'Education' section shows 'HIGHEST SCHOOL GRADUATE' selected. The 'Military Service' section shows 'In School?' as 'No' and 'Dropped out of High School?' as 'No'. The 'Driver's License' section shows 'VALID STANDARD DRIVERS LICENSE' selected. The 'Self Disclosed Limitations' section is empty. The bottom right corner has a 'Remove' button.

The **Program Data** screen displays.

File Job Seeker Provider Employer Staff Functions Administrative Reports Maintenance Help Window

Core Services Basic - Program Data

SKIES Services, Knowledge & Information Exchange System

3 Notes Found

SSN Search

Seeker ID Search

JS010 4.31.00

Name: LUU, LINDA L. 009-00-6143 View Seeker Summary

General Additional Program Data Employment History Desired Employment Job Referrals Skills

Registration Data

Single Parent? ☐ Yes ☐ No

Basic Literacy Skills Deficient? ☐ Yes ☐ No

Low Income? ☐ Yes ☐ No

Public Assistance Recipient? ☐ Yes ☐ No

Pell Grant Recipient? ☐ Yes ☐ No

Long-Term TANF Indicator? ☐ Yes ☐ No

Displaced Homemaker? ☐ Yes ☐ No

Dislocated Worker? ☐ Yes ☐ No

Eligible Non-US Citizen? ☐ Yes ☐ No

Homeless/Runaway? ☐ Yes ☐ No

Education Below Level? ☐ Yes ☐ No

Offender? ☐ Yes ☐ No

Social Security Disability Insurance? ☐ Yes ☐ No

Youth Data

Pregnant/Parenting Youth? ☐ Yes ☐ No

Foster Child? ☐ Yes ☐ No

Needs Additional Assistance? ☐ Yes ☐ No

Registered for Selective Service? ☐ Yes ☐ No

Public Assistance

Public Assistance Type Amount

☒ FOOD STAMPS \$350.00

☒ GENERAL ASSISTANCE \$400.00

☐ TANF - EXHAUSTEE

☐ REFUGEE ASSISTANCE

☐ SUPPLEMENTAL SECURITY INCOME

Monthly Total: \$750.00

Dislocated Worker

Eligibility

PLANT CLOSURE

Date 06/15/2007 Employer Heavens Gate

NAICS 451140 NAICS Title Musical Instrument and Supplies Stores

ONET Code 49-2097.00 Job Title Electronic Home Entertainment Equipment Installers

Salary \$20.00 Interval HOUR Commission/Piece Rate Unpaid

The Registered for Selective Service button activates when the Job Seeker is male & 18 years of age or older.

Registered for Selective Service? ☐ YES ☐ NO

Selective Service #

Selective Services Site

Selective Service

Link to <http://www.sss.gov/>
Selective Service System

Registered for Selective Service? Defaults to N/I. Most male U.S. citizens and male aliens living in the U.S., who are 18 through 25, are required to register with Selective Service. Click > YES or NO.

Note: At the time the record is created, when the age of the seeker is 18 years of age (or older) and male, a field appears to enter YES or NO. Click >YES and a field displays to enter the Selective Service Number. Click > SELECTIVE SERVICES button to connect to the Selective Service Website.

Note: Men who have registered remain eligible for federal student aid, most federal jobs, and federal job training. Male non-citizens living in the U.S. who are 18 through 25 must register to remain eligible for citizenship.

Registration Data

The Registration section contains WIA program specific definitions. Each question defaults to N/I.

Click > YES or NO.

Question	Definition - Action
Single Parent?	Click > YES when the individual is single, separated, divorced, or widowed and has primary responsibility for dependent child(ren) under age 18. Otherwise, click > NO.
Basic Literacy Skills Deficient?	Click > YES when the customer 1) Computes or solves problems, reads, writes, or speaks English at or below grade levels 8.9 on a generally accepted standardized test or a comparable score on a criterion-referenced test; or 2) Is unable to compute or solve problems or read, write, or speak English at a level necessary to function on the job, in the individual's family, or in society. Otherwise, click > NO.
Low Income?	Click > YES when the client is one or more of the following: <ul style="list-style-type: none"> • Receives or is a member of a family that receives cash payments under a Federal, State or income based public assistance program; • Received an income, or is a member of a family that received a total family income, for the six month period prior to registration for the program involved (exclusive of UI compensation, child support payments, payments described in sub paragraph A and old-age and survivors insurance benefits received under section 202 of the Social Security Act (42 USC 402) that, in relation to family size does not exceed the higher of: <ol style="list-style-type: none"> a. The guideline for the period, or b. 70% of the lower living standard income level, for an equivalent period; • A member of a household that receives (or has been determined within a six-

	<p>month period prior to registration for the program involved to be eligible to receive) food stamps pursuant to the Food Stamp Act of 1977 (7 USC 20011 et seq.);</p> <ul style="list-style-type: none"> • Qualifies as a homeless individual, as defined in subsections (a) and (c) of section 103 of the Stewart B. McKinney Homeless Assistance Act (42 USC 11302); • Is a foster child on behalf of whom State or local government payments are made; or • In cases permitted by regulations promulgated by the Secretary of Labor, is an individual with a disability who meets the requirements of a program described in subparagraph A or B above, but who is a member of a family which does not meet such requirements. • Low income youth are eligible when he/she is one or more of the following: 1) deficient in basic literacy skills; 2) a school dropout; 3) homeless, a runaway or a foster child; pregnant or a parent; 5) an offender; or 6) an individual who requires additional assistance to complete an educational program or to secure and hold employment. • <p><i>Note: WIA 134 (d)(4)(E): PRIORITY - In the event that funds allocated to a local area for adult employment and training activities under paragraph (2)(A) or (3) of section 133(b) are limited, priority shall be given to recipients of public assistance and other low income individuals for intensive services and training services. The appropriate local board and the governor shall direct the one-stop operators in the local areas with regard to making determinations related to such priority.</i></p>
Public Assistance Recipient?	<p>Click > YES. Click on the arrow right of Public Assistance Type. A drop down list displays.</p> <p>Click to select the type of Public Assistance.</p>

	Click > OK.
Pell Grant Recipient?	Click > YES when the WIA participant is receiving or has been notified he/she will receive a Pell Grant. Otherwise, Click > NO. Note: <i>Update this item any time while the individual receives WIA services.</i>
Long-Term TANF Indicator?	Click > YES when the individual has received assistance under the State TANF grant for 30 months or within 12 months will become ineligible for assistance from the State TANF program. Otherwise, click > NO.
Displaced Homemaker?	An individual who has been providing unpaid services to family members in the home and (A) has been dependent on the income of another family member but is no longer supported by that income; and (B) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment. An individual who has been providing unpaid services to family members in the home and who-(1) has been dependent on the income of another family member but is no longer supported by that income; and (2) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.
Dislocated Worker?	Click > YES or NO. (See Glossary)
Eligible Non-US Citizen?	Click > YES or NO.
Homeless/Runaway?	Click > YES or NO.
Education Below Level?	Click > YES or NO.
Offender?	Click > YES when the individual: 1) Has been subject to the criminal justice process for whom services under WIA may be beneficial; or 2) Requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.

Social Security Disability Insurance	Click > YES or NO.
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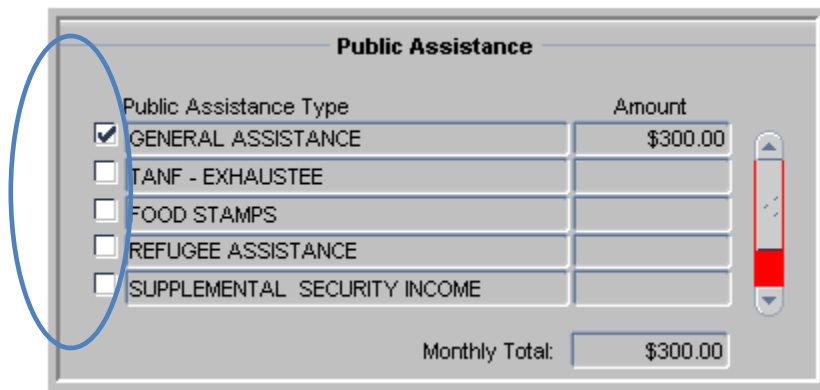
Youth Data

The Youth Data section contains WIA program specific definitions. Each question defaults to N/I. Click > YES or NO.

Question	Definition-Action
Pregnant/Parenting Youth?	Click > YES when the individual is 21 years of age or under and pregnant, or a youth (male or female) who is providing custodial care of one or more dependents under age 18. Otherwise, Click > NO.
Foster Child?	Click > YES when the individual is a foster child on behalf of whom state or local government payments are made. Otherwise, click > NO.
Needs Additional Assistance?	Click > YES or NO.

Public Assistance

In Registration Data section, when Public Assistance Recipient? is YES, at least one Public Assistance Type is required in the Public Assistance section.



The screenshot shows a window titled "Public Assistance". Inside, there is a table with two columns: "Public Assistance Type" and "Amount". The first row has a checked checkbox next to "GENERAL ASSISTANCE" and an amount of "\$300.00". The other rows (TANF - EXHAUSTEE, FOOD STAMPS, REFUGEE ASSISTANCE, SUPPLEMENTAL SECURITY INCOME) have unchecked checkboxes and empty amount fields. A blue oval highlights the checkboxes. At the bottom, a "Monthly Total:" field shows "\$300.00".

Public Assistance Type	Amount
<input checked="" type="checkbox"/> GENERAL ASSISTANCE	\$300.00
<input type="checkbox"/> TANF - EXHAUSTEE	
<input type="checkbox"/> FOOD STAMPS	
<input type="checkbox"/> REFUGEE ASSISTANCE	
<input type="checkbox"/> SUPPLEMENTAL SECURITY INCOME	
Monthly Total: \$300.00	

*Note: **Job Seeker > Core Services > Basic > Program Data** screen displays two areas of WorkFirst information – Registration Data and Public Assistance. Registration Data contains two YES/NO data fields pertaining to WorkFirst titled Public Assistance and Low Income.*

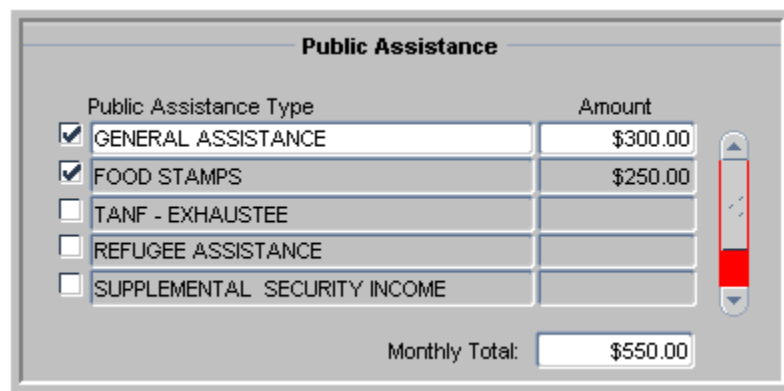
These two data fields update from NO to YES. Under the current interface between e-JAS and SKIES, these data fields never update from YES or NO.

Step 1 Click in the data field left to select the Public Assistance Type(s).

Step 2 Enter the amount of the assistance (do not use the \$) in the Amount data field.

To select additional Types, click to check mark and enter the Amount.

Note: When saved, the Amount of the assistance totals at the bottom in the Monthly Total data field.



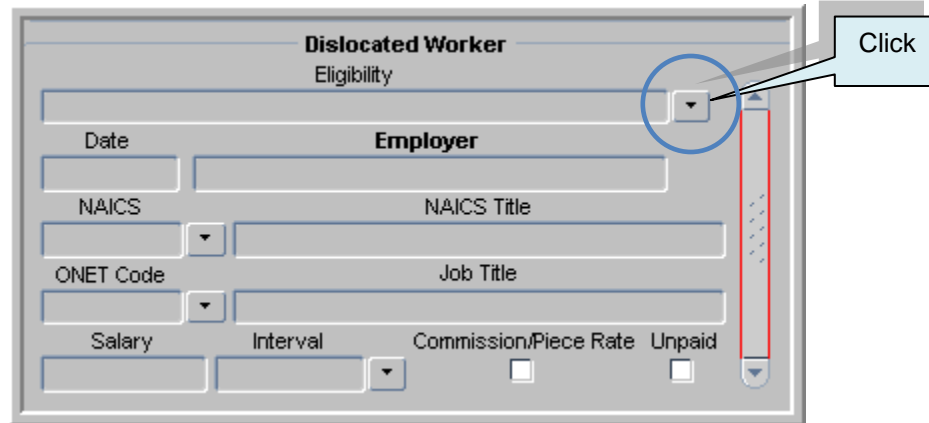
The screenshot shows the same "Public Assistance" window. Now, both "GENERAL ASSISTANCE" and "FOOD STAMPS" have checked checkboxes. The amount for "FOOD STAMPS" is "\$250.00". The "Monthly Total:" field at the bottom now shows "\$550.00".

Public Assistance Type	Amount
<input checked="" type="checkbox"/> GENERAL ASSISTANCE	\$300.00
<input checked="" type="checkbox"/> FOOD STAMPS	\$250.00
<input type="checkbox"/> TANF - EXHAUSTEE	
<input type="checkbox"/> REFUGEE ASSISTANCE	
<input type="checkbox"/> SUPPLEMENTAL SECURITY INCOME	
Monthly Total: \$550.00	

Step 3 Click > SAVE.

Dislocated Worker

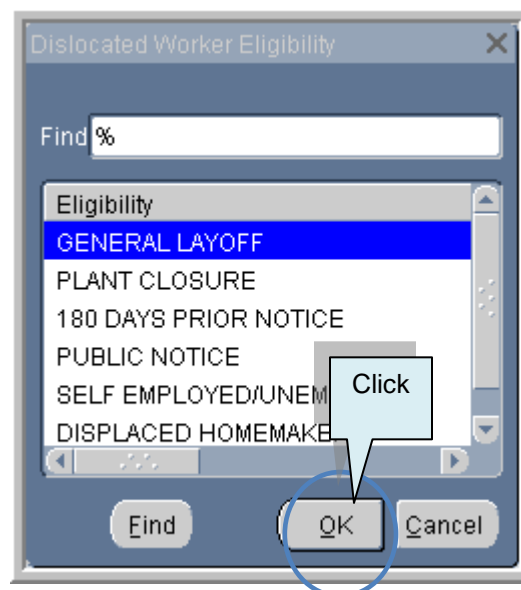
When the question Dislocated Worker? is YES, enter qualifying information in the Dislocated Worker section. Information entered auto-fills to similar data fields in the Employment History section.



The screenshot shows a form titled "Dislocated Worker Eligibility". It contains several input fields: "Date", "Employer", "NAICS" (with a dropdown arrow), "NAICS Title", "ONET Code" (with a dropdown arrow), "Job Title", "Salary", "Interval" (with a dropdown arrow), "Commission/Piece Rate" (checkbox), and "Unpaid" (checkbox). A blue circle highlights the dropdown arrow on the "NAICS" field, with a callout box labeled "Click" pointing to it.

Step 1 Click on the arrow right of the Eligibility data field. A drop down list displays. Click to make a selection.

Click > OK.

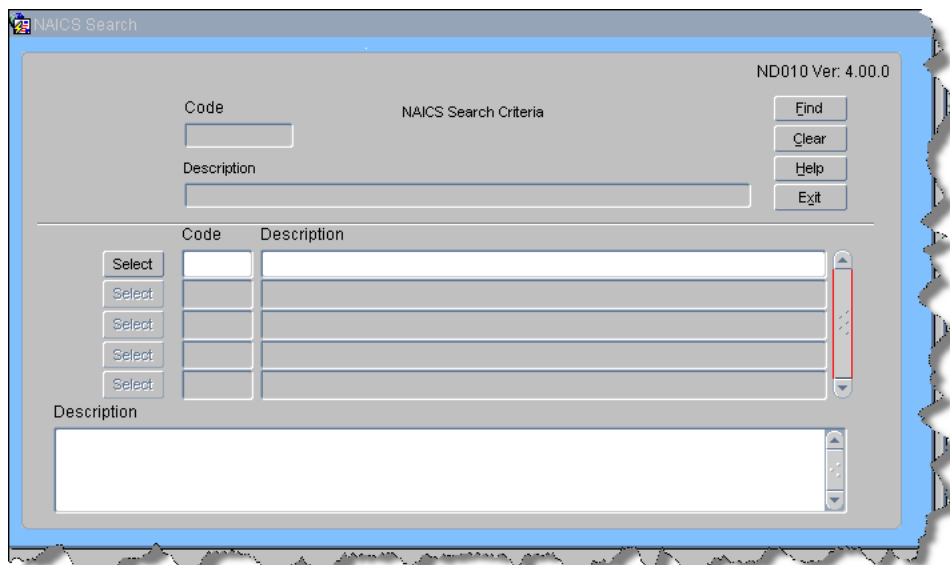


The screenshot shows a dropdown menu titled "Dislocated Worker Eligibility". The menu lists several options: "Eligibility", "GENERAL LAYOFF", "PLANT CLOSURE", "180 DAYS PRIOR NOTICE", "PUBLIC NOTICE", "SELF EMPLOYED/UNEMPLOYED", and "DISPLACED HOMEWORKER". The "GENERAL LAYOFF" option is highlighted in blue. A callout box labeled "Click" points to the "OK" button at the bottom of the menu.

Step 2 Enter the Date, using mmddyyyy format, of the qualifying dislocation and the Employer Name.

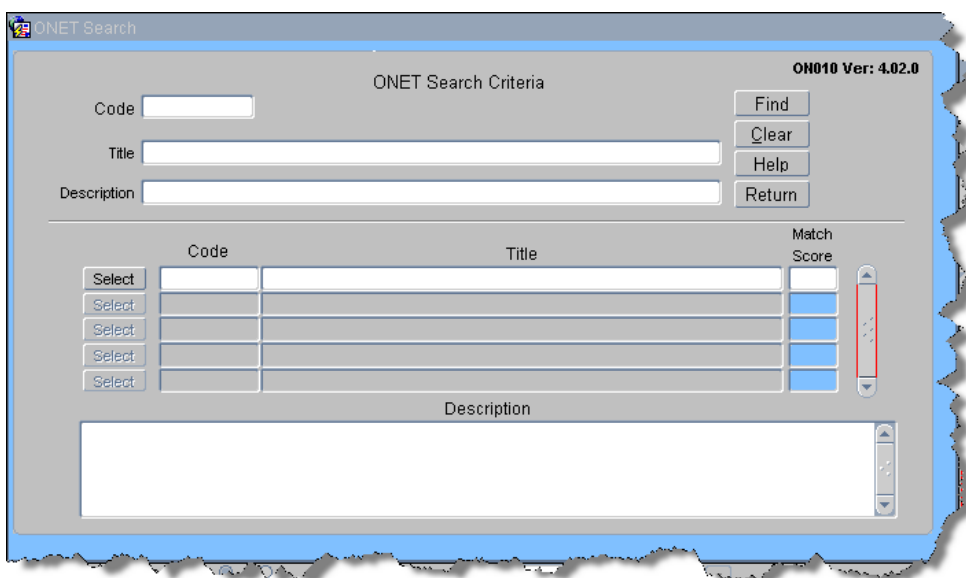
Step 3 Click on the arrow right of the NAICS data field. The **NAICS Search** screen displays. Use the NAICS Search screen to find a NAICS Code. Click to select. The NAICS Title auto-fills.

Note: Use the link <http://www.naics.com/search.htm> or use Workforce Explorer.



The screenshot shows the 'NAICS Search' window with the title bar 'NAICS Search' and version 'ND010 Ver: 4.00.0'. It contains search criteria fields for 'Code' and 'Description', and buttons for 'Find', 'Clear', 'Help', and 'Exit'. Below these is a table with columns 'Code' and 'Description', and a 'Select' button for each row. A large 'Description' text area is at the bottom.

- Step 4 Click on the arrow right of the O*NET Code data field. The **O*NET Search** screen displays. Select the O*NET Code for the dislocated job. Select the O*NET Code and the Job Title auto-fills.



The screenshot shows the 'ONET Search' window with the title bar 'ONET Search' and version 'ON010 Ver: 4.02.0'. It contains search criteria fields for 'Code', 'Title', and 'Description', and buttons for 'Find', 'Clear', 'Help', and 'Return'. Below these is a table with columns 'Code', 'Title', and 'Match Score', and a 'Select' button for each row. A large 'Description' text area is at the bottom.

- Step 5 In the Salary data field, enter the monetary value at the time of dislocation (do not use the \$).
- Step 6 Click on the arrow right of the Salary Interval data field. A drop down list displays. Click to select the appropriate Salary Unit.
- Click > OK.

Step 7 When appropriate, check mark the Commission Piece Rate data field.

When appropriate, check mark the Unpaid data field.

Step 8 Click > SAVE.

Note: Prior to SAVE, enter all required elements.

Job Seeker

Core Services - Basic - Employment History Tab

Use the **Employment History** screen of the Job Seeker record to document existing skills and wages from former employment, indicate the skills needed for the next desired employment, and keep an account of job referral services.

Information on the Skills screen compares existing skills with needed skills to illustrate the skills needed to gain competence in a selected occupation.

Use the **Employment History** screen to document actual work history. There is no limit to the number of Employers. Click to highlight a Work History data field and click on the green (+) plus on the Tool Bar for an additional data field.

A Job Seeker hired from a Job Order in SKIES populates as an Employment History.

Make modifications to previously entered Employment data/information by highlighting fields and typing over the previous entry.

Start SKIES Welcome Screen

Step 1 Complete the **Program Data** screen. Click > **Employment History** tab.

SKIES Core Services Basic - Program Data

File Job Seeker Provider Employer Staff Functions Administrative Reports Help Window

3 Notes Found SSN Search Seeker ID Search JS010 4.26.0

Name: LUU, LINDA L. 009-006143 View Seeker Summary

General Additional Program Data **Employment History** Desired Employment Job Referrals Skills

Registration Data

	NM	Yes	No
Single Parent?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Basic Literacy Skills Deficient?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Low Income?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Public Assistance Recipient?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pell Grant Recipient?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Long-Term TANF Indicator?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Displaced Homemaker?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dislocated Worker?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Eligible Non-US Citizen?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Homeless/Runaway?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Education Below Level?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Offender?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Youth Data

Pregnant/Parenting Youth? ☐ ☐ ☐

Foster Child? ☐ ☐ ☐

Needs Additional Assistance? ☐ ☐ ☐

Registered for Selective Service? ☐

Public Assistance

Public Assistance Type	Amount
<input checked="" type="checkbox"/> FOOD STAMPS	\$350.00
<input type="checkbox"/> TANF - EXHAUSTEE	
<input type="checkbox"/> GENERAL ASSISTANCE	
<input type="checkbox"/> REFUGEE ASSISTANCE	
<input type="checkbox"/> SUPPLEMENTAL SECURITY INCOME	
Monthly Total:	\$350.00

Dislocated Worker Eligibility

PLANT CLOSURE

Date: 06/15/2007 Employer: Heavens Gate

NAICS: 451140 NAICS Title: Musical Instrument and Supplies Stores

ONET Code: 49-2097.00 Job Title: Electronic Home Entertainment Equipment Installers

Salary: \$20.00 Interval: HOUR Commission/Piece Rate: ☐ Unpaid: ☐

The **Core Services – Basic – Employment History** screen displays.

DE

DE	Employer Name	Start Date	End Date	ONET Code	ONET Title	Ending Salary	Interval	Reason For Leaving
<input checked="" type="checkbox"/>	Juice Bar and Associat	10/2000	04/2008	35-3011.00	Bartenders	\$15.49	HOUR	LACK OF WORK
<input type="checkbox"/>								
<input type="checkbox"/>								

Additional Employment Information

Name: Juice Bar and Associates, LLC NAICS: 722410 NAICS Title: Drinking Places (Alcoholic Beverages)

Job Title: Bartenders City: PASCO State: WA Country: UNITED STATES Hours/Week: 40

Job Desc: Mix and serve drinks to patrons, directly or through waitstaff.

Duties: Relieve day bartender, count money in till, clean restrooms, cook borasted chicken and fries, pay out on pull tabs, . . .

Select Skills

Note: Information on Employer of dislocation partially auto-fills in Employment History. Dislocated Worker

Step 2 Click in the DE data field to indicate a Job Seeker Desired Employment.

Note: The selected DE occupation auto-fills on the DE tab.

Step 3 Enter the Employer Name.

Step 4 Enter the employment start month and year using mmyyyy format. Enter the employment end month and year using mmyyyy format. When the employment has not ended, leave the End Date blank or select Still Employed.

Step 5 Click on the arrow right of the O*NET Code data field. The **O*NET Search** screen displays. Use the search screen to find the correct O*NET Code. Click > SELECT button for the best description. The O*NET Code, Title (based on the O*NET Code), and Job Desc data fields auto-fill.

*Note: AutoCoder, behind the scenes in SKIES, aids in the O*NET search. Do not use the wild card for Title or Description.*

*Note: To select a different O*NET Code, delete the Job Description. Click on the arrow right of O*NET data field. Use the O*NET Search to find a different O*NET Title. The newly selected O*NET Code and O*NET Title auto fill.*

- Step 6 Enter the monetary amount of the ending salary (do not use the \$). Click on the arrow right of the Interval data field. A drop down list displays. Click to select the Interval.

Click > OK.

- Step 7 Click on the arrow right of the Reason for Leaving data field. A drop down list displays.

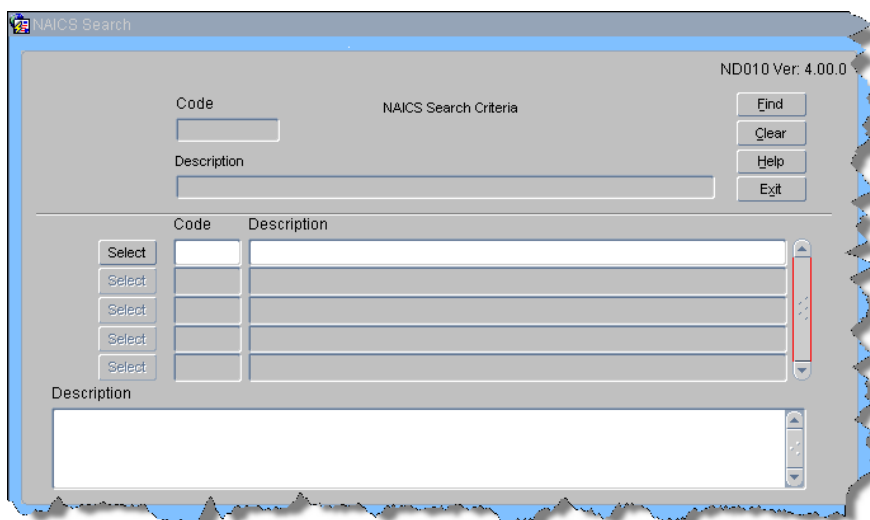
Click to select the Reason for Leaving.

Click > OK.

- Step 8 In the Additional Employment Information section, click on the arrow next to the NAICS data field. The **NAICS Search Criteria** screen displays. Use the search screen to find the NAICS Code. Click > SELECT button next to the code. When unsuccessful in trying to find a NAICS Code, use this Web Site and copy/paste the NAICS in SKIES.

<http://www.naics.com/search.htm>

The Employment History screen displays the NAICS Code and Title (based on the NAICS Code) auto-fill.



- Step 9 Enter the Job Title (working title).

Job Title	City	State	Country	Hours/Week
Bartenders	PASCO	WA	UNITED STATES	40

- Step 10 Click on the arrow right of the City data field. A valid cities pop-up displays. Use the Find feature. Click to select the City.
- Click > OK.
- Step 11 Click on the arrow right of the State data field. A valid states pop-up displays. Only States with a city the same as selected will display. Click to select.
- Click > OK.
- Step 12 Click on the arrow next to the Country data field. A valid country pop-up displays. Click > United States.
- Click > OK.
- Step 13 Click > Job Desc data field and use free form text to add, delete, or modify the information to describe the job.
- Step 14 Click > Duties data field and use free form text to enter duties performed on the job.
- Step 15 Click > SAVE.
- Step 16 Click on the arrow right of the Minimum Skill Level data field. Click to select the skill level learned on the job (self-assessment of learned job skills). Click to select skills associated with the job.
- Click > POPULATE button.

Employment History

Fields	Action
VIEW SEEKER SUMMARY button	Click > VIEW SEEKER SUMMARY button for a one page summary of the Job Seeker Record.
DE (check mark)	When looking for work in the same occupation(s), click to check mark. The Desired Employment data field on the next screen will populate.
Employer Name	Enter Employer name.
Start Date	Enter Start Month and Year using mmyyyy format.
End Date	Enter End Month and Year using mmyyyy format.
O*NET Code	Use the O*NET Search screen and AutoCoder to find the appropriate O*NET Code. Click > SELECT button.
O*NET Title	Auto-fills based on the selected O*NET Code.
Match Score	Relevancy scores of each O*NET Code returned on a search.
Ending Salary	Enter the monetary value (do not use \$).
Interval	Click on the arrow. A drop down list displays. Click to select the Interval. Click > OK.
Reason for Leaving	Click on the arrow. A drop down list displays. Click to select the Reason for Leaving. Click > OK.
Name	Enter the Employer Name.
NAICS	Use the search screen and select the appropriate code – or –

	http://www.naics.com/search.htm
NAICS Title	Auto-fills based on the selected NAICS Code.
Job Title	Free form text or auto-fills based on the selected O*NET Code.
City	Click on the arrow. A drop down list displays. Click to select the City. Click > OK.
State	Click on the arrow. A drop down list displays. Click to select the State. Click > OK.
Country	Click on the arrow. A drop down list displays. Click to select the Country. Click > OK.
Hours/Week	Enter the numeric value between 0 – 99
Job Description	Auto-fills based on the selected O*NET Code. Edit by deleting or adding information.
Duties	Enter the Duties.
Minimum Skill Level	Select from the list 1 - 7. The number identifies the skill level of the selected O*NET Code.
SELECT SKILLS button	Click for a list of existing skills. Click to add the skills (self-assessment of learned skills). Click > POPULATE button. The selected skills populate the Existing Skills section on the Skills tab.

Adding Existing Skills

- Step 1 Click > SELECT SKILLS button. Existing Skills display. Click > Add? to select the Job Seeker skills acquired while employed in the selected job.

Existing Skills

ONET Code: 53-7051.00 Industrial Truck and Tractor Operators

ONET Skills	Level	Importance	Add?
Equipment Selection	3	3.59999	<input checked="" type="checkbox"/>
Installation	1.79999	2	<input checked="" type="checkbox"/>
Science	1.39999	1.60000	<input type="checkbox"/>
Information Organization	1.20000	2.20000	<input checked="" type="checkbox"/>
Identification of Key Causes	1.20000	2	<input checked="" type="checkbox"/>
Technology Design	1.20000	1.79999	<input checked="" type="checkbox"/>
Idea Evaluation	1.20000	1.79999	<input checked="" type="checkbox"/>
Testing	1.20000	1.60000	<input type="checkbox"/>
Idea Generation	1	1.60000	<input type="checkbox"/>
Information Gathering	1	1.60000	<input checked="" type="checkbox"/>

Buttons: **Populate** (circled), **Cancel**

Callout: Click to add skills to the Existing Skills list

Click > POPULATE button to add skills to the Existing Skills section of the Skills tab.

- Step 2 Click > SAVE.

Existing Skills (self-assessment)

Fields	Action
O*NET Code	Auto-fills from O*NET Code selected in the Employment History screen.
O*NET Skills	Auto-fills from O*NET Code selected in the Employment History screen.
Skill Level	Auto-fills from O*NET Code selected in the Employment History screen.
Importance Level	Auto-fills from O*NET Code selected in the Employment History screen.
Add?	Click to check mark to add this specific O*NET skill.
POPULATE button	Click > SAVE. The skill(s) selected populate the Existing Skills section of the Skills Tab.
Cancel	Click to delete the selected skills.

Job Seeker

Core Services - Basic - Desired Employment Tab

Use the **Desired Employment** screen to identify and document the desired employment of the Job Seeker. Different areas in SKIES use data from this screen.

Job Match relies on entered data on the **Desired Employment** screen.

Start SKIES Welcome Screen

Step 1 Complete the **Employment History** screen. Click > **Desired Employment** tab.

File Job Seeker Provider Employer Staff Functions Administrative Reports Help Window

Core Services Basic - Employment History

SKIES Services Knowledge & Information Exchange System

2 Notes Found

SSN Search Seeker Search

JS010 4.26.0

Name: QUEST, JOHNNY 009-00-6149 View Seeker Summary

General Additional Program Data Employment History **Desired Employment** Job Referrals Skills

DE	Employer Name	Start Date	End Date	ONET Code	ONET Title	Ending Salary	Interval	Reason For Leaving
<input checked="" type="checkbox"/>	SENECA FOODS	01/1/1980	11/2007	53-7051.00	Industrial Truck and Tractor Oper	\$12.00	HOUR	LACK OF WORK
<input checked="" type="checkbox"/>	ABC AVIONICS	11/2007		53-7051.00	Industrial Truck and Tractor Oper			
<input type="checkbox"/>	Yankee Doodle Lumber							

Additional Employment Information

Name: SENECA FOODS NAICS: 423310 NAICS Title: Lumber, Plywood, Millwork, and Wood Panel Me

Job Title: Wiget Driver City: DAYTON State: WVA Country: UNITED STATES Hours/Week: 40

Job Desc: Operate industrial trucks or tractors equipped to move materials around a warehouse, storage yard, factory, construction site, or similar location.

Duties:

Minimum Skill Level: 1

Select Skills

The **Employment - Desired Employment** screen displays.

Objective Statement

Step 2 Enter the Objective Statement of the Job Seeker (double click for the Editor).

Step 3 Enter the minimum salary desired (do not use the \$).

Step 4 Click on the arrow right of Interval data field. A drop down list displays.

Click to select the Interval.

Click > OK.

Min Desired Salary Interval

Step 5 Click > radio buttons for Commission/Piece Rate, Willing to Live at Worksite, Unpaid, and Willing to Relocate, when appropriate.

Step 6 In the Desired Employment section, click on the arrow right of the O*NET Code data field. The **O*NET Search** screen displays. Conduct an O*NET search. Click > SELECT button next to the code that is the best description of the Job Seeker Desired Employment. The O*NET Code and Title (based on the O*NET Code) Data fields auto-fill.

*Note: The Job Hunter Search data field of the O*NET Code line is not used.*

Step 7 Enter the number of months the Job Seeker worked on this job. When the Job Seeker has no experience, leave blank. When the Job Seeker has experience, enter the Last Year Worked in yyyy format.

Step 8 In the Special Interest data field, enter a common search word, words, or phrase(s). The words may be used in Job Match.

Special Interest

Step 9 Click in the data field(s) left of County Name(s) to select a Desired Work Location (Defaults to County of residence). To add another County, click to select and use the scroll bar when necessary. Several Counties may be selected.

Desired Work Location

County Name

☒ FRANKLIN ☐ ADAMS

Anywhere ☐ Statewide ☐

Step 10 Click to select Statewide or Anywhere when a County not selected.

*Note: Select only individual counties, Statewide, **or** Anywhere.*

Step 11 In the Availability section, all radio buttons default to Open.

	Open	Yes	No
Sunday	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Monday	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tuesday	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Wednesday	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Thursday	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Friday	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Saturday	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Day Shift	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Swing Shift	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Graveyard Shift	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Rotaing Shift	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Split Shift	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Duration	<input type="text" value="FULL-TIME OVER 150 DAYS"/>		
Full Time	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Part Time	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Defaults to Open, click > YES or NO.

Step 12 Click > SAVE.

Desired Employment – Availability

Fields	Action
VIEW SEEKER SUMMARY button	Click > VIEW SEEKER SUMMARY button for a one page summary of the Job Seeker Record.
Objective Statement	What is the Job Seeker objective?
Min Desired Salary	Enter numbers and the system assigns the \$ sign. Use a decimal point to indicate ¢.
Salary Interval	Click on the arrow right of the Salary Interval field. A drop down list displays. Click to select the Salary Interval. Click > OK.
Commission or Piece Rate	Defaults to N/I.
Unpaid	Defaults to N/I.
Willing to Live at Work site	Defaults to N/I.
Willing to Relocate	Defaults to N/I.
O*NET Code	Use the O*NET Search Criteria screen and select the appropriate code.
Job Title	Auto-fills based on the selected O*NET Code.
Months Experience	Enter the number of months the Job Seeker worked.
Last Year Worked	Enter yyyy for each occupation.
Special Interest	Enter common a search word, words, or phrase to use in job match.
County Name	Click on the arrow for a drop down list. Click to select the County where the Job Seeker is willing to work. Click > OK. To add additional data fields, click on the next line and click Plus + icon on the Tool Bar. Several Counties may be selected.
Statewide	May be selected when County is <u>not</u> selected.

Anywhere	May be selected when County or Statewide is not selected. For job matching - jobs in and out of Washington.
Days of the Week	Defaults to Open. Click on the button(s) the Days of the Week the Job Seeker is willing to work.
Shift	Defaults to Open. Click on the button(s) the Shift(s) the Job Seeker is willing to work.
Duration	Click on the arrow for a drop down list. Click to select the Duration. Auto-fills the Full Time or Part Time button.
Full Time	Auto-fills when Duration is selected.
Part Time	Auto-fills when Duration is selected.

Minimum Skill Level

- Step 1 Click on the arrow right of the Minimum Skill Level data field. Click on the Minimum Skill Level needed for the desired job.
- Step 2 Click > SAVE.
- Step 3 Click > SELECT SKILLS button. The **Needed Skills** screen displays.
- Step 4 Click in the Add? data field to add the skills needed for the desired job.

Needed Skills

ONET Code: 35-2021.00 Food Preparation Workers

ONET Skills	Skill Level	Importance Level	Add?
Service Orientation	2.32999	3.5	<input type="checkbox"/>
Active Listening	2.16000	3.5	<input type="checkbox"/>
Writing	2.16000	1.83000	<input type="checkbox"/>
Social Perceptiveness	2	2.66000	<input type="checkbox"/>
Equipment Selection	2	2.66000	<input type="checkbox"/>
Reading Comprehension	1.83000	2.5	<input type="checkbox"/>
Product Inspection	1.83000	2.32999	<input type="checkbox"/>
Coordination	1.83000	2.16000	<input type="checkbox"/>
Equipment Maintenance	1.83000	2.16000	<input type="checkbox"/>
Problem Identification	1.83000	1.83000	<input type="checkbox"/>

Buttons: **Populate** (circled), **Cancel**

Callout: Click to add desired skills

Click > POPULATE button. Selected skills populate Needed Skills.

- Step 5 Click > SAVE

Minimum Skill Level (self-assessment of needed skills)

Fields	Data
O*NET Code	Auto-fills from Desired Employment.
O*NET Skills	Auto-fills based on selected O*NET Code. Listed by level of importance for the given occupation.
Skill Level	O*NET rated skill level for the selected occupation.
Importance Level	O*NET rated importance level for the given skill.
Add?	Click to add Job Seeker Needed Skills.
POPULATE button	Click > POPULATE button to add the selected skills to the Job Seeker's needed occupational skills.
RETURN button	Click > RETURN button to go back to the Desired Employment Screen.

Job Seeker

Core Services - Basic - Job Referrals Tab

The **Job Referrals** screen is a list of job referral information for a Job Seeker. The data fields are view-only except for the Referral Status. The upper portion of the screen auto-fills with the data for the selected Job Order.

Make referrals on the **Job Order** screen.

Start SKIES Welcome Screen

Step 1 Complete the **Desired Employment** screen. Click > Job Referrals tab.

The screenshot shows the SKIES Job Seeker interface. The top menu bar includes: File, Job Seeker, Provider, Employer, Staff Functions, Administrative, Reports, Maintenance, Help, and Win. The header section displays the SKIES logo, a toolbar with icons, and user information: Name: CORRELEONE, VITORIO S., 009-00-6139, and a 'View Seeker_Summary' button. A callout bubble points to the 'Click' button in the top right corner.

The main content area is divided into several sections:

- General:** Objective Statement (Looking for job as a librarian/hit man/chauffer), Min Desired Salary (\$8.55), Interval (HOUR), Commission or Piece Rate (Yes/No), Unpaid (Yes/No), Willing to Live at Worksite (Yes/No), Willing to Relocate (Yes/No).
- Desired Employment:** A table with columns: Job Title, Mnths, Last Year, Exp, Worked. The table lists job titles and their corresponding experience and work history.
- Job Hunter:** Search criteria including ONET Code, Job Title, and a list of job titles.
- Special Interest:** A text field containing 'gangster, DOC, DOL, gas pump operator'.
- Desired Work Location:** County Name (ADAMS, ASOTIN), Anywhere (checked), Statewide (unchecked), Skill Needs (Select Skills), Minimum Skill Level (1).
- Availability:** A table with columns: Day, Open, Yes, No. It lists days of the week and shift types (Day Shift, Swing Shift, Graveyard Shift, Rotating Shift, Split Shift, Duration).

The **Employment - Job Referrals** screen displays.

File Job Seeker Provider Employer Staff Functions Administrative Reports Maintenance Help Window

Core Services Basic - Job Referrals

SKIES Services, Knowledge & Information Exchange System

2 Notes Found

SSN Search Seeker ID Search JS010 4.26.0

Name: CORRELEONE, VITORIO S. 009-00-6139 View Seeker_Summary

General Additional Program Data Employment History Desired Employment Job Referrals Skills

Job Order #	Title	Ref Date	Employer	O*NET Title	Referral Status
WVA3252	BARISTA	11/20/2007	COFFEE CREAM	Food Preparation Workers	REFERRED TO EMPLOYI
WVA5999	CHERRY SORTER	07/28/2009	ABC AVIONICS	Graders and Sorters, Agrict	REFERRED TO EMPLOYI

Job Order # Job Title Requested Made Openings Hired

WVA3252 BARISTA 5 2 1

FORM I-9 Employment Eligibility Verification

See page 55 for instructions on completing the I-9

- The Job Order # and Job Title auto-fill from the highlighted referral. The requested number of referrals, number of referrals made, number of openings and number of people hired auto-fill from the Job Order screen.
- The Referral Date auto-fills with the date the date of the referral.
- The Employer field auto-fills with the name of the Employer listing the Job Order.
- The O*NET Title auto-fills from the Job Order screen.
- Select Referral Status from a list.

Note: A Staff User records a Hire on the Job Placement screen.

Job Referrals

Fields	Data
VIEW SEEKER SUMMARY button	Click > VIEW SEEKER SUMMARY button for one page summary of the Job Seeker Record.
Job Order #	Auto-fills from the Job Order-Job Referral Record under the Employer tab.
Job Title	Auto-fills from the Job Order-Job Referral Record under the Employer tab.
Referral Date	Auto-fills from the Job Order-Job Referral Record under the Employer tab.
Employer	Auto-fills from the Job Order-Job Referral Record under the Employer tab.
O*NET Title	Auto-fills from the Job Order-Job Referral Record under the Employer tab.
Referral Status	<p>To change the referral status, click on the arrow for a drop down list.</p> <p>Click to select the Status.</p> <p>Click > OK.</p> <p>Hired Status is on the Job Placement screen.</p>

Job Seeker

Core Services - Basic - Skills Tab

Existing skills identified in the Employment History compared to Needed Skills identified for Desired Employment display on the **Skills** screen. These skills are identified on other screens, however, when displayed on the **Skills** screen, SKIES eliminates any Needed Skill when it is listed as an Existing Skill.

The **Skills** screen is view-only. The skills are listed in the order of highest O*NET value first. No duplicate skill is listed in the Existing Skills column when a Job Seeker has multiple entries on the **Employment History** screen.

Click > VIEW SEEKER SUMMARY button for a 1 page summary of the Job Seeker Record.

Step 1 Select a Seeker. On the Menu Bar, click > Job Seeker > Core Services > Basic > Skills.

File Job Seeker Provider Employer Staff Functions Administrative Reports Maintenance Help Window

Core Services Basic - Job Referrals

SKIES
Services, Knowledge & Information Exchange System

2 Notes Found

SSN Search

Seeker ID Search

JS01

Name: CORRELEONE, VITORIO S. 009-00-6139

View Seeker_Summary

General Additional Program Data Employment History Desired Employment Job Referrals Skills

Job Order #	Title	Ref Date	Employer	ONET Title	Referral Status
WA3252	BARISTA	11/20/2007	COFFEE CREAM	Food Preparation Workers	REFERRED TO EMPLOYI
WA5999	CHERRY SORTER	07/28/2009	ABC AVIONICS	Graders and Sorters, Agricul	REFERRED TO EMPLOYI

OPEN

Job Order # Job Title Requested Made Openings Hired

WA3252 BARISTA 10 5 2 1

FORM I-9 Employment Eligibility Verification

The **Core Services – Basic Skills** screen displays.

The screenshot shows the SKIES Core Services Basic - Skills screen. The top menu bar includes File, Job Seeker, Provider, Employer, Staff Functions, Administrative, Reports, Maintenance, Help, and Window. The title bar reads "Core Services Basic - Skills". The SKIES logo is in the top left. Below it, the text "Services, Knowledge & Information Exchange System" is visible. The top right corner shows "2 Notes Found", "SSN Search", "Seeker ID Search", and "JS010 4.26.0". The main header displays "Name: CORRELEONE, VITORIO S.", "009-00-6139", and a "View Seeker_Summary" button. The "Skills" tab is selected, showing a list of skills under "Existing" and "Needed" columns. The "Existing" column lists: Management of Material Resources, Active Listening, Solution Appraisal, Monitoring, and Problem Identification. The "Needed" column is empty. The "Job Title" is "Wholesale and Retail Buyers, Except Farm Products" and the "ONET code" is "13-1022.00".

Skills the Job Seeker
gained from previous
employment.

The screenshot shows the SKIES Core Services Basic - Skills screen for the same user. The "Skills" tab is selected. The "Job Title" is "Food Preparation Workers" and the "ONET code" is "35-2021.00". The "Existing" column is empty. The "Needed" column lists: Idea Evaluation, Idea Generation, and Solution Appraisal. The "Job Title" and "ONET code" fields are highlighted with a red border.

Skills the Job Seeker needs
for Desired Employment.

Job Seeker

Core Services - Basic - Job Referrals Tab

Form I – 9 Employment Eligibility Verification

As required by Wagner-Peyser Act of 1933 and the amended act under the Workforce Investment Act of 1988, the Washington State Employment Security Department (ESD) provides labor exchange services to Job Seekers and Employers.

Efforts continue to include the orderly movement of workers through the inter/intra Job Order system or Agricultural Recruitment System (ARS).

When the User opens the Employment Eligibility Verification form and there is no Certification record, the Certification Letter section has nothing to display until User enters the information.

If the User selects a re-verify record vs. an original record, nothing displays in the Certification Letters section.

An original record does not have a check mark in the 'Is Update/Re-verify' data field.

The User completes **bolded** (required) data fields for Certification Letters.

SKIES does not require an employer record to enter the Employer Name. Employer Name and Employer record have no technical connection in SKIES.

This section allows entry of who, when, and how many letters were prepared.

I-9 Certification must be completed for all Job Seekers referred to **H2B Job Orders**.

Step 1 Select a Seeker. On the Menu Bar, click > Job Seeker > Core Services > Basic > Job Referrals > FORM I-9 Employment Eligibility Verification button.

Job Order #	Title	Ref Date	Employer	ONET Title	Referral Status
WVA5012	TAGGING SPECIALIST	09/04/2008	BOYZ IN THE HOOD	Graphic Designers	REFERRED TO EMPLOY
WVA5175	FARMWORKER	09/21/2009	ZZZ EMPLOYER	General Farmworkers	REFERRED TO EMPLOY

REFERRED

Job Order #	Job Title	Requested	Made	Openings	Hired
WVA5012	TAGGING SPECIALIST	15	15	3	0

[FORM I-9 Employment Eligibility Verification](#)

The **FORM I-9 Employment Eligibility Verification** screen displays. Menu Bar items are inactive.

Seeker Data

Last Name: PINTO First Name: YOZELYN Middle Initial: A Date Of Birth: 09/15/1990
 Street Address: City: YAKIMA State: WA Zip: 98902

Employer Review Certification and Re-verification

Date Certified	Name: Preparer/Translator	Name: Staff Certified	Date Upd/Rev	Is Update/Reverify?
09/21/2009				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

A selection must be made from List A or one selection from each List B and List C: All documents must be unexpired

List A	OR	List B	AND	List C
Issuing Authority Name		Issuing Authority Name		Issuing Authority Name
Expiration Date		Expiration Date		Expiration Date

Certification Letters

Information from the Core Services > Basic > General screen displays.

Seeker Data					
Last Name	PINTO	First Name	YOZELYN	Middle Initial	A
Date Of Birth	09/15/1990				
Street Address			City	YAKIMA	State
			Zip	98902	

Step 2 The Date Certified defaults to today's date. Enter the **Name of the Preparer or Translator**.

Employer Review Certification and Re-verification				
Date Certified	Name: Preparer/Translator	Name: Staff Certified	Date Upd/Rev	Is Update/Reverify?
09/21/2009				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Step 3 Enter the Name of the **Staff Certified**.

Employer Review Certification and Re-verification				
Date Certified	Name: Preparer/Translator	Name: Staff Certified	Date Upd/Rev	Is Update/Reverify?
09/21/2009	Mario Andretti	Lisa Colby		<input type="checkbox"/>
				<input type="checkbox"/>

A selection must be made from List A or one selection from each List B and List C.

A selection must be made from List A or one selection from each List B and List C: All documents must be unexpired		
<div> <div>List A</div> <div></div> </div>	OR	<div> <div>List B</div> <div></div> </div>
<div> <div>Issuing Authority Name</div> <div></div> </div>		<div> <div>Issuing Authority Name</div> <div></div> </div>
<div> <div>Expiration Date</div> <div></div> </div>		<div> <div>Expiration Date</div> <div></div> </div>

Step 4 Click on the arrow right of List A. A drop down list displays. Click to select.

- or -

Click on the arrow right of List B. A drop down list displays. Click to select.

- and -

Click on the arrow right of List C. A drop down list displays. Click to select.

Step 5 Enter the Issuing **Authority Name** and Expiration Date for any selection.

<u>A selection must be made from List A or one selection from each List B and List C: All documents must be unexpired</u>			
List A	OR	List B	AND List C
<div>Issuing Authority Name</div> <div>Expiration Date</div>		<div>Driver's license or ID card issue...</div> <div>Issuing Authority Name</div> <div>WA State Dept of Licensing</div> <div>Expiration Date 12282009</div>	<div>U.S. Social Security card issue...</div> <div>Issuing Authority Name</div> <div>Social Security Administration</div> <div>Expiration Date</div>

Step 6 Click > SAVE.

Certification Letters

Start **FORM I-9 Employment Eligibility Verification** screen.

Step 1 When the above is saved, the Certifications Letters section activates.

The screenshot shows the 'Certification Letters' form with the following fields:

- Date Mailed:** An empty text box.
- Name Preparer/Translator:** An empty text box.
- Employer Name:** An empty text box.
- Address:** An empty text box.
- City:** An empty text box with a dropdown arrow.
- County:** An empty text box with a dropdown arrow.
- State:** An empty dropdown menu.
- Zip:** An empty text box with a dropdown arrow.
- Restrictions on applicant's documents, Conditions or Limitation to Employment Eligibility:** A large empty text area with a vertical scrollbar on the right.

Enter the **Date Mailed** (the letter must be mailed within 21 days of hire).

Step 2 Enter the **Name Preparer / Translator**.

Step 3 Enter the **Employer Name** (name on the Job Order).

Step 4 Enter the **Address, City, State, County, and ZIP** of the Employer (business address).

Step 5 Use free form text to enter **Restrictions, Conditions, or Limitations** to Eligibility (will display on the Job Seeker documentation).

The screenshot shows the 'Certification Letters' form with the following sample data entered:

- Date Mailed:** 09/21/2009
- Name Preparer/Translator:** Stephanie Kinzel
- Employer Name:** ZZZ Employer
- Address:** 9034 W Clearwater Ave
- City:** KENNEWICK
- County:** BENTON
- State:** WA
- Zip:** 99336
- Restrictions on applicant's documents, Conditions or Limitation to Employment Eligibility:** Will work under Labor and Industries laws and rules re: student employment.

Re-Verification

To re-verify, the User determines which certification (may be multiples) to associate with the re-verification.

The RE-VERIFICATION button activates when the User places the cursor on an original certification record. The RE-VERIFICATION button cannot be selected for a re-verification record.

Start Access the **FORM – I-9 Employment Verification** screen.

Step 1 Click to highlight the **Date Certified**.

Seeker Data

Last Name: PINTO First Name: YOZELYN Middle Initial: A Date Of Birth: 09/15/1990
 Street Address: City: YAKIMA State: WA Zip: 98902

Employer Review Certification and Re-verification

Date Certified	Name: Preparer/Translator	Name: Staff Certified	Date Upd/Rev	Is Update/Reverify?
09/21/2009	Mario Andretti	Lisa Colby		<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Re-verification

Step 2 Click > REVERIFICATION button. SKIES adds a new record. The **Date/UPD/Re-verify?** auto-fills with today's date. The **Is Update/Re-verify?** data field check marks.

Employer Review Certification and Re-verification

Date Certified	Name: Preparer/Translator	Name: Staff Certified	Date Upd/Rev	Is Update/Reverify?
09/21/2009	Mario Andretti	Lisa Colby		<input type="checkbox"/>
09/21/2009	Mario Andretti	Lisa Colby	09/21/2009	<input checked="" type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Re-verification

*Note: The User may update the **Preparer/Translator**, **Staff Certified**, and **Date PD/Rev** data fields.*

*Note: Cannot update **Date Certified**.*

Step 3 Click > SAVE.

Certification Letters

Step 4 Enter the **Date Issued, Name of the Preparer/Translator, Employer Name** and address information.

A selection must be made from List A or one selection from each List B and List C: All documents must be unexpired			
List A	OR	List B	AND List C
<input type="text"/>		<input type="text"/>	<input type="text"/>
Issuing Authority Name		Issuing Authority Name	Issuing Authority Name
<input type="text"/>		WVA State Dept of Licensing	Social Security Administration
Expiration Date <input type="text"/>		Expiration Date 12/28/2009	Expiration Date <input type="text"/>

Certification Letters		
Date Mailed	Name Preparer/Translator	Restrictions on applicant's documents, Conditions or Limitation to Employment Eligibility <div><div></div></div>
<input type="text"/>	<input type="text"/>	
Employer Name <input type="text"/>		
Address <input type="text"/>		
City <input type="text"/>	County <input type="text"/>	
State <input type="text"/>	Zip <input type="text"/>	

Step 5 Use free form text and enter **Restrictions, Conditions, or Limitations to Employment Eligibility**.

Step 6 Click > SAVE.